

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: New River Valley
 Period: Dec-02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
	Blacksburg				
	Christiansburg				
	Christiansburg				
(3)Mtg. W/Sheriff Maars/Maj. Turner ref. Phasel	Mecklenburg			1	Reviewed procedure for letters
(5)Obtained signed Verizon authorization	Montgomery			1	On-site to obtain LOA
	Montgomery				
(2)Assisted in obtaining vendors for addressing	Pulaski			1	Database not verified 87% complete
(2)Reviewed Database/mtg. W/John Spangler	Pulaski			1.5	Database 87% complete
(1)Preparation&on-site CPE assessment	Region			48.5	All PSAPs assessed
(3)Draft Phase I Letters to WSP/review w/PSAP	Region			28	None on file/signed by PSAPs
(5)Review mutual aid&service agreements	Region			5	PSAPs need agreements
(5)Verizon disaster recovery plan	Region			1	Tom Williams to provide
(5)Mailed LOAs to Verizon	Region			1	Filed w/Angie Reynolds (Verizon)
(7)Action plan¬ebooks for PSAPs	Region			12	
(7)Reviewed & verify tower locations & addresses	Region			9.5	Cell Sector assisgnments needed
(8)Request cell sector info & develop map	Region			7	Cell Sector assisgnments on 01/03
(10)Reviewed current implementation status	Region			6	Provide documentation of status
(10)Review and discuss documentation&tasking	Region			15	No procedure in place
(11)Completed &distributed minutes from Reg. Mtg	Region			2.5	
(11)Prepared agenda and materials for Reg. Mtg	Region			3	Faxed agenda to all PSAPs
(11)Reviewed CMRS reports/NENA/VA911	Region			8.5	Information added to PSAP packets
(11)Prepare monthly newsletter	Region			3	

(11)Notifications ref. FCC audits	Region			0.5	Notified respective PSAPs
(11)Reviewed & prepared PSAP progress reports	Region			2	
(12)Prepared for DIT mtg w/Steve Marzolf	Region			2	Current status/hours/progress
(12)Mtg. W/Steve Marzolf	Region			1.5	
(12)Prepare monthly report	Region			5.5	
			0	166	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
No procedures for Phase I implementation	Prepare action plan outlining procedure	Will present at Regional mtg.
No cell sector assignments	Prepare updated map to resolve issues	PSAPs will decide at Regional Mtg.